

## MINUTES

### **BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT**

#### **1. Call to Order:**

President Sheehan called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:05 p.m. on Thursday, October 20, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, Elliott, McNett, Meyers, Ware

*Trustees absent:* Student Trustee Hammons

#### **2. Closed Session Announcement:**

President Sheehan announced that the Board of Trustees had met in Closed Session and that no action had been taken.

#### **3. Agenda:**

The Regular and Consent Agendas for the October 20, 2016 meeting at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (Meyers/McNett/Sheehan/Elliott/Ware Aye) (None Opposed).

#### **4. Minutes:**

The minutes from the Regular Meeting held on Thursday, September 8, 2016 were approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware Aye) (None Opposed).

#### **5. Items from the Public:**

The Board of Trustees heard public comment from adjunct faculty members and members of the public Charley Arrowsmith and Michelle Fulton regarding Regular Agenda Item #7A3, Approval of 2016-2017 Feather River Community College District Salary Schedules. Mr. Arrowsmith prefaced his comments with his educational background and then went on to state that adjunct faculty are fully qualified instructors, committed to their communities, and they participate in the events surrounding FRC. He referred to and held up a copy of the Feather River Bulletin published June 14, 2016 with headlines that indicated that faculty at Feather River College would be receiving a raise effective July 1, 2016. He pointed out that in his estimation 75% of the faculty did not receive a raise because the associate faculty did not receive a raise. He added that the outcome was probably justifiable based on the contract wording, but it wasn't what he felt was negotiated. He indicated that he wanted the Board of Trustees to be aware that associate faculty were overlooked in the salary increase and they felt that they shouldn't have been. He also distributed a handout on adjunct pay scales compared to full-time faculty and he provided an explanation of the content.

Michelle Fulton introduced herself to the Board of Trustees and others present stating that she's been teaching at the college for approximately ten years in the areas of environmental studies, biology, and ISP and that she has also been involved in union negotiations as well. She indicated that she first participated in negotiations in 2008, a tough year for everyone, and at that time associate faculty gave up full pay for office

hours and one office hour per week all in the name of helping the college out. She stated that this was agreed to with the District's promise that when times were better the concessions would be restored which hasn't happened. Ms. Fulton also stated that she participated on the negotiations team again in 2015 where the District asked to remove the "me too" clause that connected associate faculty salary increases to full-time faculty increases and the unit instead was asked to use the "small college average" and the associate faculty couldn't agree to this comparison. She reminded the Board that FRC is not just an average small college, it's been rated the "best small college in the state" and its associate faculty are not average either, they're dedicated, not going anywhere, and bring in a breadth of experience that won't be found in an average group of associate faculty. She reviewed the non-compensated work that associate faculty are involved in and closed her comments by stating that she cares for the administration and loves the college, but she feels that this is a discussion that needs to be held.

President Sheehan asked if there were any comments regarding the public comment and Kevin Trutna, Superintendent/President stated that the contract was negotiated and signed by both parties. He added that neither individual who spoke today, nor the Association President, has contacted him to discuss it further. Dr. Trutna concluded that he has respect for the teaching abilities of adjunct faculty and that he would be open to having a discussion with anyone about the situation.

## **6. CONSENT AGENDA**

### **\* A. Motion Items**

- 1) Ratification of Personnel Requisitions 2) Ratification of Personnel Actions 3) Payroll and Commercial Warrants 4) Budget Transfers 5) Budget Augmentations/Reductions, 6) Approval of agreement between Chabot-Los Positas Community College District (Mentor Program) and Feather River Community College District (Contractor) for Contractor to provide California Early Childhood Mentor Program services for mentors and printing and copying mentor materials effective August 1, 2016 through July 31, 2017 7) Approval of Agreement between the Plumas County Sheriff's Office (SHERIFF) and Feather River Community College District (Contractee) to provide one law enforcement personnel (reserve Deputy Sheriff) for security at five home football games 8) Approval of Agreement between Feather River Community College District (District) and KIDmob (Agency) for Agency to provide training and professional development resources for the adult education program's stakeholders and expert consultation for the program's director during the implementation of the program's restructuring plan 9) Approval of Contract between Feather River Community College District (District) and The Chancellor of the California Community Colleges (Chancellor\_ for Chancellor to act on behalf of the District for the purpose of Collecting through the State Franchise Tax Board's Interagency Offset Program (COTOP) outstanding student financial aid and proper non-financial aid obligations owed to the District 10) Approval of Memorandum of Understanding between Feather River Community College District (Deputy Sector Navigator – Global Trade and Logistics) and Plumas Unified School District for payment of student travel services enabling 9<sup>th</sup> grade students to attend a region-wide STEM Career Day, and 11) Approval of Amendment

01 to Contract #CCTR-6167 between California Department of Education and Feather River Community College District. This agreement dated July 1, 2016 amends the Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement from \$30,176.00 and \$31,726.00 were approved as presented, (Elliott/Meyers/Sheehan /McNett/Ware Aye) (None Opposed).

## **7. REGULAR AGENDA**

### **A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. There being no objection or further discussion, the request for Approval of Curriculum Actions was approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers Aye Hammons Absent) (None Opposed).
- 2) Kevin Trutna requested Approval of 2016-2017 Feather River Community College District Transfer Plan. Dr. Trutna announced that Carlie McCarthy, Director of Student Success and Support Program (SSSP) was present to provide the Board of Trustees with additional information on the agenda item. Ms. McCarthy provided the Board of Trustees with an overview of information contained in the transfer plan including transfer activities that have or will take place during the fall 2017 and spring 2017 semesters, the new facilities that she and her staff moved into next to the admissions and records office, evaluation and reporting mechanisms, and the results of an internal report of transfer students that showed from a sample of 13,896 students enrolled at FRC between fall 2009 and spring 2015, 51.14% went on to either a two year institution or four year institution or both, and 43.66% of those who enrolled in a four-year institution graduated from that institution. After further discussion and there being no objection, the request for Approval of 2016-2017 Feather River Community College District Transfer Plan was approved as presented, (McNett/Elliott/Sheehan/Meyers/Ware Aye Hammons Absent) (None Opposed).
- 3) Kevin Trutna requested Approval of 2016-2017 Feather River Community College District Salary Schedules. He informed the Board of Trustees that there was one salary schedule missing and he would bring that back at the November meeting. After further discussion and there being no objection, the request for Approval of 2016-2017 Feather River Community College District Salary Schedules was approved as presented, (Elliott/McNett/Sheehan /Meyers/Ware Aye Hammons Absent) (None Opposed).
- 4) The request for Approval of Board of Trustee Meeting Dates January 2017 through December 2017 was tabled due to an error in the date of the August 2017 meeting. Kevin Trutna indicated the agenda item would be brought back for approval at the November meeting.
- 5) Kevin Trutna requested Approval of Board Policies. After further discussion and there being no objection, BP 5700 Intercollegiate Athletics, BP 7130 Compensation, BP 2010 Board Membership, BP 7340 Leaves, BP 2725 Board

Member Compensation, BP 3430 Prohibition of Harassment, and BP 3501 Campus Security and Access were approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware Aye) (None Opposed).

- 6) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended September 30, 2016 (Q1). After further discussion and there being no objection, the request for Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended September 30, 2016 (Q1) was approved as presented, (Elliott/McNett Sheehan/Meyers/Ware Aye) (None Opposed).
- 7) Kevin Trutna requested Ratification of the Annual Financial and Budget Report (CCFS-311) for the Year Ending June 30, 2016. There being no objection or further discussion, the request for Ratification of the Annual Financial and Budget Report (CCFS-311) for the Year Ending June 30, 2016 was approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware Aye) (None Opposed).

\* **B. Roll Call Items**

None

**C. Special Items/Reports**

- 1) Jim Scoubes, Chief Financial Officer provided the District's Monthly Financial Status Report as of September 30, 2016. He reviewed the Unrestricted General Fund Summary on page seven of the report stating that revenues totaled \$1,722,404 for the period. He also explained that the \$2,284,002 number was the amount of committed Beginning Fund Balance used and the amount was significantly higher than the prior year because of the property that was purchased. Mr. Scoubes also reported that with regards to expenditures, most of the amounts reflected are in line with prior year expenditures until you reach Capital Outlay that again reflects the purchase of the property and totals \$802,442.
- 2) Kevin Trutna introduced Adam Fuller, Instructional Assistant Environmental Studies/Hatchery Manager to the Board of Trustees stating that Dr. Fuller has a Ph.D. in fisheries and has done a great job for the college since being hired approximately one year ago. Dr. Fuller narrated a PowerPoint presentation indicating that he wanted to show the Board of Trustees some of the things the department has been doing over the last year including some student activities where on a trip to Monterey, California students camped out, were able to see the coastal waters, and take in the Monterey Aquarium. He also showed slides of a field trip to Spanish Creek where students conducted creek samplings with nets and documented finding five species of fish in the creek, three of which were native. Dr. Fuller also showed a slide of a fully functional miniature model of the hatchery system that he along with other students had put together for educational as well as demonstrational purposes. His slides also depicted the upgrades to the hatchery that have been made since he arrived including a new trout tank, saltwater tank, and a new fish tank for

the library. Dr. Fuller's presentation additionally covered aquaponics, slides of trout fingerlings, and his plans for the hatchery moving forward. He added that he has been successful in selling off most of the large trout from last year, purchased eggs and raised them up to fingerlings and has had the hatchery ponds dredged out. Dr. Fuller closed his report by stating that the hatchery is back on Facebook now with an updated webpage and he has increased outreach by attending two fairs with the miniature model hatchery and an aquaponics demonstration with plans to do the same next year. He also fielded questions from the Board of Trustees regarding the capacity of the hatchery, species at the hatchery, income and cost on an annualized basis, and the desire to have it be a self-supporting enterprise with more students enrolled in classes.

- 3) Kevin Trutna reported that the Quality Focus Essay (QFE) is a new requirement from the Accrediting Commission for Community and Junior Colleges (ACCJC). He also explained that the initial drafts of accreditation responses have been reviewed by Katie Desmond, Accreditation Leadership Team and Derek Lerch, Dean of Instruction/CIO and that the backup documentation for this agenda item included a bulleted list of priority ranked themes based on those initial narrative responses that have risen to the surface and could be included in the QFE and there was further discussion. Dr. Lerch explained that President's Cabinet is the official steering committee for the accreditation process, a smaller accreditation leadership team exists for planning the visit, and there are several additional committees all largely involved. Trustee Elliott stated that he hoped that the QFE could include a statement about the exact target or number of Full Time Equivalent Students (FTES) that the college expects to grow over the next five years for example and there was additional discussion.
- 4) Kevin Trutna provided opening remarks on the Remedial Education Spotlight Part II agenda item stating that students today have different barriers in life and succeed in different ways and at different times. He noted that last month the Board listened to part one of a report on the pathways for remedial education, and that this month Carlie McCarthy and Jeanette Kokosinski, Director of Instructional Resource Center & Basic Skills would talk about the pathways and services offered to the remedial students to assist them in achieving their educational goals. Ms. McCarthy stated that the SSSP grant provides core services for the at risk student including orientation, assessment/placement, counseling, advising and other planning and follow-up services. She also explained that Student Equity, in its effort to close the achievement gaps in access and success in underrepresented student groups, has the five success indicators that include access, course completion, English as a Second Language (ESL) and basic skills completion, degree and certificate completion, and then transfer. She elaborated by focusing on the Summer Bridge Program that was offered two weeks prior to the beginning of the semester where 47 students that were enrolled in at least one basic skills course for the fall semester participated in workshops in English, math, college readiness and successful student strategies. She added that other services provided

for the remedial student through Student Equity include book voucher/loan program, laptop lending library, and funding for additional tutors.

Jeanette Kokosinski addressed both what basic skills are and what actually happens at the Instructional Resource Center (IRC) by explaining that when she talks about basic skills, she's talking about the fundamentals of reading, writing, and mathematics and even basic learning and study skills including ESL. She also explained that with the Basic Skills Initiative, colleges statewide developed their own programs and FRC's Basic Skills Program allows students with basic skill needs access to instructional and educational opportunities that they wouldn't otherwise have. She continued her explanation by stating that this is mainly accomplished through supplemental instruction and tutoring. She reported that the IRC has two dedicated instructors, Billy Ogle and Joan Jarrett that focus on the supplemental instruction and tutoring and the students that are seeking tutoring services go through a sign-up procedure and orientation. She added that tutors are required to have a 3.0 grade point average (GPA). Dr. Kokosinski stated that when you combine the overall efforts of Student Services, SSSP, Student Equity, and the Basic Skills Initiative students benefit because these efforts provide the pathways that allow students to complete their courses, especially basic skills courses, and then move on to succeed in college.

- 5) Kevin Trutna updated the Board of Trustees on FTES. Derek Lerch distributed a handout connected to the report that contained final numbers for 2015-2016 and predictions for the 2016-2017 academic year. He stated that the fall 2016 target was 1,621 and came in a little low at 1,593. He explained that the shortfall will be addressed through promotion, Incarcerated Student Program (ISP) enrollments, or an additional Instructional Service Agreement (ISA).
- 6) Kevin Trutna opened discussion on the agenda item by stating that Trustee Meyers has previously suggested that the Board of Trustees convene a working session to discuss board goals and other potential topics listed on the agenda cover sheet. After further discussion, the Board agreed to the 10 a.m. start time for the November 17, 2016 working session and an earlier regular meeting start time of 1:30 p.m.

#### **D. Communications, Presentations, and Reports**

##### **1) Board of Trustees**

Trustee Meyers requested information on AP 7121, Faculty Recruitment Screening and Hiring. Dr. Kokosinski responded that she will address the status of the procedure in her report. President Sheehan added that going forward Trustees would like more ability to get involved with the Superintendent/President on setting the agendas for Board meetings.

##### **2) Associated Students**

No Report

##### **3) Academic Senate**

Jeanette Kokosinski reported that the Academic Senate is working on search committees for the head football coach position, the counselor/EOPS position, and the head rodeo coach position and the Senate has also engaged in discussion regarding future faculty hires. She stated that there is definite consensus on an additional English instructor. With regards to AP 7121, the faculty hiring procedure Kokosinski reported that the procedure has been discussed in Senate and it will return in November for action.

4) **Classified Senate**

Cynthia Hall, Classified Senate President reported that the Classified Senate had its monthly meeting on Monday, October 17<sup>th</sup> where it reviewed policy and procedure and heard committee reports. She stated that the Classified Senate is filling representatives for faculty hiring committees by vote and convening full five-person committees for other position searches.

5. **Instruction**

Derek Lerch reported that he received notification from the ACCJC that FRC can expect its accreditation site visit for the bachelor's degree program sometime in early December or January 2017 and there was further discussion. He also reported that there is strong workforce funding in the \$200,000,000 range statewide for career technical education being talked about in the news. The college will receive a couple of different shares both local and regional and he'll know more as soon as information is released.

6. **Student Services**

No Report

7) **Superintendent/President**

Kevin Trutna reported that the ACCJC has asked him to serve as chair for an accreditation site visit to Deep Springs College in Deep Springs Valley near Bishop, California. He explained that the school is a private college with tuition paid by scholarship and current enrollment is about 17 students. Dr. Trutna also highlighted items from his written report including the donation of new scoreboards from Plumas Bank and Cal-Sierra Title in the Multi-Purpose Building (MPB) gymnasium, and Merle Rusky, Early Childhood Education Instructor organization of the High Sierra Parent Conference on October 15<sup>th</sup>. He reported that participants found the workshops useful and are looking forward to future events in the region promoting early childhood education. Dr. Trutna closed his report by highlighting the success of the equine studies horse show competition class that was started several years ago and now has developed into a collegiate division being created for students wishing to show off their competitive skills in horsemanship. He added that Katie Desmond, Political Science Instructor and Phi Theta Kappa Advisor recently secured a \$10,000 grant to register voters on campus and at events and what's interesting about the grant is that voters can be registered in any state, not just California. He explained that those students that participated with the

grant were allowed to keep the iPad given to them to conduct the registrations after the last day for voter registration had passed.

There being no further business, the meeting was adjourned at 5:04 p.m.

KT/ch